

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05811227
POSITION NO: 243258
POSITION TITLE: Fee Collector Supervisor

DATE POSTED: 12/21/15
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: Navajo Parks and Recreation / LeChee, AZ
WORK DAYS: Varies REGULAR FULL TIME: ☒ GRADE/STEP: AB59A
WORK HOURS: Varies PART TIME: ☐ NO. OF HRS./WK.: \$ 26,270.40 PER ANNUM
SEASONAL: ☐ DURATION : \$ 12.63 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Plans, supervises and coordinates the daily fee collection operations, including preparation and maintenance of cash records and reports; schedules, assigns and evaluates work of assigned staff; provides technical and policy direction; verifies shift reports of money collected and all machine transactions using journal and receipt tapes and register of voided transactions; prepares bank deposits for funds collected; reconciles cash receivable documents for accuracy and completeness as required for posting and processing. Provides information to patrons regarding pertinent rules, policies and procedures related to cash and related transactions; responds to requests for information; projects petty cash needed and reorders as necessary; interview, hires, and oversees training of fee collectors; prepares required reports; may perform duties such as collecting fees and disseminating information on all Navajo Tribal Parks. Provides customer services; issues hiking and camping permits; and assist with preparation and submit monthly and quarterly reports; prepared and submit tribal park monthly visitation and revenues.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED; and two (2) years of bookkeeping and accounting experience, one (1) of which must have been in a lead or supervisory role

Preferred Qualifications:

- Associate's degree in Accounting, Business Administration

Special Requirements:

- Posses a valid state driver's license; most obtain a Navajo Nation Vehicle Operator's permit within 90 days of date of hire
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of general cash and financial administration principles and practices including automated accounting systems; Knowledge of Navajo Nation, federal, and state laws, regulations, and guidelines governing park fee collection. Knowledge of modern office procedures and practices used in cash transactions, including record keeping and data security methods and techniques. Skill in operating and developing computer database and spreadsheet files. Skill in reviewing and analyzing a variety of accounting records and reports necessary to document to receipt of funds in government setting. Skill in establishing cooperative work relationships with those contact in the course of work. Work involves a minimum of physical effort in an office setting.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.